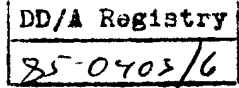


ADMINISTRATIVE-INTERNAL USE ONLY


 OC-0264-85
 18 MAR 1985

MEMORANDUM FOR: Executive Officer to the DDA

FROM:

 Director of Communications

SUBJECT: New Building Consolidated Library Facility

REFERENCE: DDA 85-0403 dated 1 February 1985

1. The following publications, furniture and equipment are now in the Office of Communications (OC) Library and should be considered in the New Building Consolidated Library Facility:

<u>PUBLICATIONS</u>	<u>COUNT</u>	<u>SHELVES</u>
Brochures	4,290 approx.	84
Books	1,479	56
Crypto Manuals	86	1 Safe
DOD/Documents	103	35
Manuals	814	20
Reference Material	250	2 Safes
Tempest Reports	53	2
TOTAL	7,075	

FURNITURE AND EQUIPMENT

- 1 - Magazine Stand: 41 1/2H x 36W x 17D
- 1 - Magazine Rack: 60H x 48W x 17D
- 1 - Card Catalog Cabinet: 40-Tray Cabinet - 66H x 33W x 17D
- 3 - Tables: 30H x 60W x 34D
- 2 - Desks: 29H x 58W x 66D
- 11 - Chairs
- 2 - Library Stools: 23H x 18W x 16D

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SUBJECT: New Building Consolidated Library Facility

- 1 - Better Pack - Paper Tape Machine
 - 1 - Wrapping Paper - Roll Cutter
 - 2 - Carrels - Audio Visual: 47H x 36 1/2W x 24D
 - 2 - Color Video Monitors
 - 2 - Video Cassette Players
 - 1 - Micro Fiche Reader: 23H x 13W x 16D
 - 2 - Typewriters: 1 - Manual; 1 - Electric
 - 1 - Integrated Library System (ILS) - Minicomputer Based System
 - 1 - Table for Minicomputer Based System: 30H x 48W x 20D
- Size of present OC Library: 22 feet x 36 feet approximately.

2. The OC Library has a comprehensive collection of diversified technical information to serve the OC staff. Eighty-five percent of all the publications now on file and received in the OC Library can be considered reference material pertinent to the OC staff and should be retained in the New Building Consolidated Library Facility.

3. To avoid duplication of periodicals and books, suggest it may be useful to review the OCR/Library card catalog files and the OCR/AB Master Renewal Listing for Periodicals.

4. The Office of Communications operates an Employee Resource Center. Space, furniture and equipment needs to be considered in the New Building plans. This Center may be incorporated within the New Library space if it is private, or separated from the main stream. However, it is best as a stand alone facility.

PUBLICATIONS

Books	10 Shelves - 24W x 12H x 15D
Assessment Materials	14 Shelves - 24W x 12H x 15D
Reference Materials	2 Shelves - 24W x 12H x 15D

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SUBJECT: New Building Consolidated Library Facility

FURNITURE AND EQUIPMENT

- 1 - Round Table: 36W x 30H
- 4 - Chairs
- 2 - Desks: 29H x 58W x 66D
- 1 - Stereo System
- 1 - Video Cassette Player
- 1 - Video Cassette Monitor
- 2 - Tables: 30H x 60W x 34D.

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